



**SAN BRUNO PARKS & RECREATION COMMISSION  
MINUTES**

January 21, 2015

1. **Vice-Chair Pierce** called the meeting of the San Bruno Parks and Recreation Commission to order at 6:30 p.m.
2. **PRESENT AT MEETING** – Commissioners: Vice-Chair Pierce, Davis, Gonzales, Greenberg, Melendrez, Nigel and Zamattia. Staff: Burns, Brewer and Mattias. City Council Liaison: Medina. Excused: Chair Palmer and Youth Representative Chin.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:** None
6. **APPROVAL OF MINUTES:** **MSC Greenberg/Melendrez to approve the Minutes of the December 3, 2014 meeting.** Commissioner Davis and Zamattia abstained.
7. **PUBLIC COMMENT:** None
8. **CONDUCT OF BUSINESS:**
  - a. **West Bay Rams E-mail Correspondence:** **Superintendent Brewer** reviewed the e-mail that was forwarded from Mayor Ruane. West Bay Rams has grown tremendously and are in need of a safe field and/or additional field usage for their practices/games. They are asking the City to give them direction on how to raise money to upgrade existing field or get a synthetic turf at the middle part of Belle Air Elementary Field like the turf next to that which the Softball/Soccer leagues use now. After review, Parks & Recreation Commission asked Staff to inform West Bay Rams of the process for field usage and to invite them to the next Sports Group User Meeting in February to address their concern.
  - b. **Adopt-a-Park Program:** **Superintendent Brewer** reviewed packet noting that there will not be signage/branding at the parks and asked Commission for comments. After much discussion, noted concerns to be placed under Recognition of Volunteers and donors were:
    - City has the right to refuse application
    - Set up list of groups for individuals to contact to help with task.
    - Ask groups if they would like to go on a list that could be offered to Individuals who would like to help thru their group/organization
    - Levels of recognition that would render certificate / signageCommission would like to review final draft at the February Commission Meeting before it is presented to City Council.

- c. **Overview and Status Update on Acquisition of Florida Avenue Property – Director Burns** gave overview of property and that the City is under contract to purchase the property for \$660,000. City's objective is to remove the structure, remediate the property, construct an aesthetically pleasing perimeter fence and turn the property into a future public space for community use. **Commissions** expressed concern that the City Council had no communication with the Parks & Recreation Commission regarding this purchase and that there are so many other facilities and fields that are in need of improvements when Park-in-Lieu fees were used. PRC would like to keep a good working and open relationship with Council going forward. The Commission requested staff return at its next meeting with a timeline related the the actions associated with the purchase of the property.
- d. **Selection of Location for Installation of Centennial Tile Project – Director Burns** said that the Cultural and Arts Commission met last Thursday, January 15<sup>th</sup> and made a recommendation to install the Centennial Tiles on the walls of the new City Park Restrooms. This tile project is approximately 8'x8'. **Commissioner Zamattia** said that the tiles are beautiful and everyone will see them driving or walking thru City Park if they were on the Pool building. **Commissioner Davis** recommended possibly using a larger tile in center of tiles that represents time/event of tiles. **Vice-Chair Pierce** noted that possibly at upcoming events include painting of more tiles to use in future at various locations. **MSN Nigel/Pierce** recommends installation go forward with the original plan to place tiles on the north side of the pool building.

**Commissioner Nigel** attended the Time Capsule burial and noted that he is very proud of Commission, he felt they were the strongest leaders on committee. He gathered, bound and included a 67 page booklet to be included in the Capsule.

- e. **Review of Existing Memorial Recognition Program – Superintendent Brewer** reviewed Program flyer, noting that it is advertised:

- Community Services Activity Guides
- On the City's Website
- March and Fall Focus
- Front Desk of Recreation Office
- What's Happening Cable Channel

**Commissioner Nigel** asked staff for guidance as to direction of getting plaques in honor of past Commissioners Lara and Greenberg. Also if anyone else would be willing help him in this process. Commissioner Greenberg obliged.

**Commissioner Davis** asked what was happening with suggestion to place a name plaque at memorial site describing its essence and beauty of sculpture, noting its name "Reflections". **Commissioner Nigel** noted that a plaque like the one at the time Capsule would be ideal. **Director Burns** said she will work on this and return to the Commission at its next meeting with inscription ideas.

## 9. REPORT FROM COMMISSIONERS:

- a. **Commissioner Nigel** announced that he was elected Chairperson for the Bicycle & Pedestrian Advisory Committee. He noted that at their last meeting one item up for consideration is a Walking/Bike Trail through Crestmoor Canyon. This is in the beginning stages and further down the road they would like to have the Parks & Recreation Commission input.
- b. **Commissioner Greenberg** always loves receiving the new Activity Guide! She asked staff for a Kickball schedule. Also, Catalpa now has a nice basketball court and would like to see a basketball symbol added to Catalpa Tot Lot on the Park Information page.

- c. **Commissioner Davis** invited everyone to the “Relay for Life” kick-off meeting on February 5<sup>th</sup>, 6:30pm @ You Tube.
- d. **Vice-Chair Pierce** noted that at February 20<sup>th</sup>’s San Bruno Lions Club meeting everyone was very excited to work with the City on revamping the restrooms at Lions Field. They are looking into portable restrooms while work is being done and they would like to include a snack bar in facility.

**10. AGENDA BUILDING:**

- Final Review of Adopt-A-Park Program
- Community Recognition Plaque
- February Review of Commissioners’ Handbook
- Report on Lot Located on Florida Avenue
- FY 2015/15 Operating and Capital Improvement Budgets

- 11. ADJOURNMENT:** **Vice-Chair Pierce** thank Councilman Medina for attending meeting and Really appreciates his support. With no other business to be conducted, **Vice-Chair Pierce** adjourned the meeting at 8:08pm.

Respectfully Submitted,

Jackie Mattias  
Executive Assistant